SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: INFORMATION TECHNOLOGY SPECIALIST

Jurisdictional Class: **Competitive**
Date Adopted: **4/27/06**
Date Revised:
Jurisdictions: **Schools**
Union Status:
Pay Grade:

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DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing, planning, developing, and providing technical support activities and services for an Information Technology program within a school district. The employee in this class researches and makes recommendations regarding the required hardware and software to make the best use of supported technology services within the district. The incumbent is also responsible for training school district personnel in the use of information technology services and their applications. The position is under the direct supervision of a school district Administrator, with leeway allowed for exercising independent judgment in carrying out the details of the work. The Information Technology Specialist does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Directs plans, develops and provides technical support activities and services of an Information Technology program within a school district;
May prepare and evaluate bid specifications and purchase orders for information technology products and services, while staying within approved spending guidelines;
Evaluates researches, and recommends the selection, configuration and installation of the required hardware and software to make the best use of supported technology services and fully integrate that technology into the school district;
Consults with school district administrators and personnel on the on-going development, maintenance and effectiveness of applications, evaluating enhancements and making recommendations for system modifications;
Trains school district personnel in the use of technology services and their applications throughout the district;
Serves as district liaison for application training services by coordinating training and assisting in the set-up, configuration and maintenance of application software;
Develops training programs by working with administrators and district personnel to determine their long-term technology objectives and goals and provide support for technology services, while keeping within budgetary and spending guidelines;
Conducts workshops, seminars, conferences and training sessions to increase staff, students, and community knowledge and understanding of computers, software, and other technologies, and to assure their successful implementation into the instructional process;
May prepare and submit for approval the annual technology budget, including equipment, supplies, personnel training and other technology-related costs;
Researches and develops new materials needed for training, based on the analysis of training evaluations and researches new software applications to better serve the district's needs;
Maintains school district technology databases, including managing software licenses, technology inventory, access rights and trainings;
Attends required and necessary meetings, including staff, BOCES and Board of Education meetings, to develop short and long-range plans for the use of technologies as they relate to the educational

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environment;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computer software applications; good knowledge of computer hardware and software technology; working knowledge of the organizational functions, policies and regulations of a school district; working knowledge of available computer technologies and their application to the instructional environment; ability to problem-solve computer user-related problems relative to software technology; ability to prepare and deliver training programs; ability to establish and maintain cooperative relations with others; ability to formulate sound plans and recommendations; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A)   Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree, which included or was supplemented by fifteen (15) credit hours***** in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business or Public Administration or closely related field and one (1) year of work experience in applying technology training and support to user groups; **OR**

(B)   Graduation from a New York State registered college or university with an Associate's Degree, which included or was supplemented by fifteen (15) credit hours* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business or Public Administration or closely related field and three (3) years of work experience in applying technology training and support to user groups; **OR**

(C)   Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience in applying technology training and support to user groups; **OR**

(D)   An equivalent combination of training and experience as indicated above.

*Coursework in the use of specific programs such as WORD, EXCEL OR ACCESS, and DATA ENTRY is not acceptable.

SPECIAL REQUIREMENT:

 School Districts including BOCES:
        In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations of the New York State Commissioner of Education, candidates for employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal history background check.

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NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

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